

REMINDERS AND DEADLINES

For
The After School Snack Program

PRIOR TO SNACK PROGRAM OPERATION (New Sponsors):

What needs to be done	Date Completed
1. Request Information from Vermont Department of Education, Child Nutrition Programs.	
2. Read the After School Snack Program handbook and use After School Snack Program Eligibility List to determine site eligibility. Is the school on the After School Snack Program Eligibility List? If “No,” the Program is not site eligible or area eligible and the school must decide whether to operate a pricing program or non-pricing program. See the <i>After School Snack Program Handbook</i> , page 4, for more information on pricing and non-pricing programs.	
3. Complete and submit the “Intent to Participate” form. Be sure to include specific dates for the Monitoring Visits by a representative of the school (not a food service management company employee),	
4. When notified by Child Nutrition Programs, complete Section C of the Site Application that is part of the On-Line Child Nutrition Programs application and submit for approval. Notify Child Nutrition Programs that this has been done.	

The steps involved in the operation of the After School Care Snack Program are on the back side of this sheet.

DURING SNACK PROGRAM OPERATION (All Sponsors)

When	What has to be done.	Date Completed	
Daily	<ul style="list-style-type: none"> • Keep production records of snacks prepared • Take attendance and record appropriately for each site. • Take a count of children receiving a reimbursable snack at each site. Record using a form provided by the state agency or an approved alternate. 		
Monthly (by calendar month)	Provide snack count records for each site in a timely manner for each calendar month to staff person responsible for submitting the Claim for Reimbursement.	_____ Aug	_____ Feb
		_____ Sept	_____ Mar
		_____ Oct	_____ Apr
		_____ Nov	_____ May
		_____ Dec	_____ June
		_____ Jan	
Within 1 st 4 weeks of Snack Program operation	<p>Conduct a Monitoring Review of program operations at each site. Use the form provided by Child Nutrition Programs.</p> <p>First day: _____</p> <p>End of 4 weeks: _____</p>		
	If there is corrective action, give a deadline and conduct a follow-up review		
Sometime during the remaining months of operation	Conduct the second Monitoring Review of program operations. Use the form provided by Child Nutrition Programs.		